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ABSTRACT

The paper presents the standards of the University of Colorado concerning academic honesty and integrity and explains how the university handles breaches of these standards. Breaches of academic honesty include cheating, plagiarism, and unauthorized possession or disposition of academic materials not formally released by the instruction. Each of these infractions is defined in detail, and the sanctions that could be imposed on the student are indicated. Additionally, a description of the procedures adopted by the university's College of Arts and Sciences for handling cases of academic dishonesty is provided, beginning with measures to safeguard the accused student's rights and going on to outline the hearing requirements, how the charges are presented, the requirements and options of the Committee on Academic Ethics in hearing the case, student defense options, and the reporting of decisions made by the committee. Included is a list of those responsible for coordinating and distributing copies of the procedures in each school. (GLR)

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Standards of Academic Honesty

University of Colorado at Boulder

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The activities of the University community revolve around the search for truth--its discovery, clarification, and dissemination. The University community of scholars understands and embraces this governance by truth. Members of the University accept this expectation in all dealings with other members at all levels of the learning process. Students expect lectures and readings based on truth, while professors expect the same in student work. Anything less would undermine the very foundation on which the University is built.

In the traditions of academic enterprise, all members of the University community share the responsibility for intellectual honesty in the pursuit of truth. Consequently, commitment to the highest standards of intellectual honesty is a responsibility of every student and every faculty member at the University.

With the foregoing as preface, it is still possible that an individual may misinterpret the dedication and extent of the University commitment to academic integrity. In such cases, the University is prepared to instruct the individual further in the requirement of academic honesty and to impose sanctions as necessary to assure that the requirement is met.

At the University of Colorado at Boulder, it is the responsibility of the faculty of each college and school, as provided in the *Laws of the Regents*, Article V, Section C, to develop a statement or code of academic honesty applicable to its students. The traditional concepts concerning academic integrity are presented below. Students should consult with their instructors regarding specific standards or procedures appropriate in each given field.

STANDARDS OF ACADEMIC HONESTY

A university's intellectual reputation depends on the maintenance of the highest standards of intellectual honesty. Commitment to those standards is a responsibility of every student and every faculty member at the University of Colorado.

Breaches of academic honesty include cheating, plagiarism, and the unauthorized possession of exams, papers, or other class materials that have not been formally released by the instructor.

Cheating

Cheating may be defined as using unauthorized materials or giving or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating may include:

- copying the work of another student during an examination or other academic exercise, or permitting another student to copy one's work;
- taking an examination for another student, or allowing another student to take one's examination;
- possessing unauthorized notes, study sheets, or other materials during an examination or other academic exercise;
- collaborating with another student during an academic exercise without the instructor's consent; and
- falsifying examination results.

Plagiarism

Plagiarism may be defined as the use of another's ideas or words without acknowledgment. Examples

of plagiarism may include:

- failing to use quotation marks when quoting from a source;
- failing to document distinctive ideas from a source; and
- fabricating or inventing sources.

Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials may include:

- selling or purchasing examinations or other academic work;
- taking another student's academic work without permission;
- possessing examinations or other assignments not formally released by an instructor; and
- submitting the same paper for two different classes without specific authorization.

Sanctions

Breaches of academic honesty will result in disciplinary measures that may include:

- a failing grade for a particular assignment;
- a failing grade for a particular course; and/or
- suspension for various lengths of time or permanent expulsion from the University.

PROCEDURES

Each college and school has developed procedures to enforce its statement or code of academic honesty. The procedures generally contain a requirement that a student accused of academic dishonesty be notified of the specific charges of academic dishonesty, that the student be given an opportunity to respond to the charges before an unbiased individual or panel, and that the student be notified in writing of the decision or recommendation made by the individual or panel reviewing the charges. If a student wishes to appeal a case, the student should request a listing of the procedures used by his or her school or college and follow the requirements therein. The set of procedures for the College of Arts and Sciences is given below *as an example* for student planning.

Student Appeal Measures (College of Arts and Sciences)

A. The student shall have the right to be assisted by any person of his or her choice. The role of this person, who may be an attorney, shall be limited to advising the student and participating in the opening and closing statements. This adviser may not personally examine or cross-examine witnesses, or present the case for the student.

B. If legal objections are to be presented pertaining to procedures, policies, etc., they must be made in writing and presented to the University Counsel's office at least 24 hours before the hearing takes place. Counsel will then rule on the objections and contact the appropriate parties before the hearing takes place.

C. The Committee on Academic Ethics may be provided with counsel to provide legal advice or to preside and conduct the hearing, should the committee so request. Counsel for the University may give legal advice to the

committee during its deliberations; the student charged, and/or his or her representative, may be present when the University Counsel is present.

D. The hearing before the committee will be tape recorded. However, it will be conducted in an atmosphere designed to respect the rights of the student charged, and only those persons whose presence is requested by the student will be permitted to observe. Observers shall be limited to two individuals who shall not participate in the hearing. The Committee on Academic Ethics reserves the right to transcribe the tape if it believes such a transcript is necessary to its deliberations. The college reserves the right, at its expense, to provide a more formal hearing, including the preparation of a transcript of all testimony by a shorthand reporter who shall place all witnesses under oath as provided by law.

E. Students shall receive from the college a written statement of the charges at least seven (7) calendar days prior to the hearing.

F. Both the student charged or his or her adviser and the University representative presenting the case shall be entitled to make brief opening statements prior to the presentation of the evidence. Opening statements shall be limited to five (5) minutes per individual.

G. Where the facts are disputed, the University representative shall be responsible for proving to the committee by clear and convincing evidence the alleged violation of ethical conduct.

H. The University representative, the members of the committee, and the student charged shall be entitled to question those who present information at the hearing. At least seven (7) calendar days in advance of the hearing the

associate dean shall furnish the student charged with names of witnesses to be called, copies of statements, and affidavits or other written material to be submitted to the committee. The student charged will furnish the associate dean with the same information at least 48 hours in advance of the hearing.

I. The committee will not apply technical exclusionary rules of evidence followed in judicial proceedings nor entertain technical legal concepts. Technical legal rules pertaining to the wording of questions, hearsay, and opinion will not be legalistically applied. Reasonable rules of relevancy will guide the committee in ruling on the admissibility of evidence. The committee may impose reasonable limits upon the number of witnesses and the amount of cumulative evidence that may be introduced on a disputed issue.

J. The student charged may present information which he or she feels is important for the committee to understand about him or her in determining the sanction. This mitigating information may be presented by means of character witnesses, written statements, or oral statements by the student charged. The character witnesses may not exceed three (3) in number and the total presentation of mitigating information may not exceed 30 minutes.

K. Each side shall be entitled to make a closing statement limited to 15 minutes.

L. Students charged with violations arising out of the same incident will be heard together. The University representative will present evidence first. Each student will then be given an opportunity to present evidence. Each witness called may be questioned by the University representative, by each student charged, and by the committee members. All students charged will be permitted to listen to other students' testimony and respond with state-

ments or questions. However, each student charged may present mitigating evidence on his or her behalf without other students charged present. During the presentation of mitigating evidence, no additional information regarding the alleged violation of ethical conduct may be presented.

M. All decisions require a simple majority of the members of the committee present and voting. Although the associate dean shall preside at the hearings and rule on procedural matters, he or she shall not have a vote in the final disposition of the case. In cases of student appeal of allegations of unethical conduct, the issue before the committee shall always be whether or not to sustain the judgment of the University representative. Tie votes on this and all other matters before the committee shall result in a finding for the student.

N. The associate dean will report the committee's decision in writing to the student(s) charged. The committee shall not disclose the individual voting position of its members.

RESPONSIBLE AUTHORITY

Each college and school has identified an official responsible for coordinating and distributing copies of the procedures. Such officials for the 1989-90 academic year are listed below.

College of Arts and Sciences
Assoc. Dean Paul Shankman
Old Main 1B-03
492-5558

College of Business and Administration
Assoc. Dean John Lymberopoulos
Business 235
492-7541

School of Education
Assoc. Dean Marc Swadener
Education 1551
492-6555

College of Engineering and Applied Science
Assoc. Dean David Clough
Engineering Center Administration 1-1
492-3646

College of Environmental Design
Academic Adviser William Henry
Environmental Design 170
492-2801

Graduate School
Assoc. Dean Rodney L. Taylor
Regent 308
492-2889

School of Journalism and Mass Communication
Assoc. Dean Joanne Arnold
Macky 202
492-4364

School of Law
Assoc. Dean Mark J. Loewenstein
Law 212
492-8048

College of Music
Assoc. Dean Kevin McCarthy
Music 111
492-6352

Nondegree Students
Registrar Gordon Russell
Regent 125
492-8669

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